

**Christopher Richard Miskovich**

36930 Charles Town Pike

Hillsboro, Virginia 20132 United States

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**Work Experience:****Supervisory Financial Specialist****Department of the Interior - Bureau of Indian Affairs (This is a federal job)**

12220 Sunrise Valley Drive

Reston, VA

**2/2013 - Present**

**Hours per week:** 40

**Series:** 0501 Financial Administration And Program

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 14

**Duties, Accomplishments and Related Skills:**

-Prepare and present the annual apportionment and periodic updates. The initial apportionment is compiled annually and is to get funding approvals for carryover, second year of two year appropriations, collections, and reimbursable authority from OMB. It is prepared using available amounts of authority at the end of the third quarter of the fiscal year and using trend analysis for the prior three years based on fourth quarter spending. The collections are based on input from the programs along with trend analysis for the prior three years. The apportionment is presented to Departmental budget office for review and evaluation prior to the Department presenting the apportionment to OMB.

-Prepare and present the annual MAX submission which includes entry of President's Budget for 14 treasury fund symbols, Budget Appendix Narrative for 10 treasury fund symbols, and Appropriation Language for 4 treasury fund symbols and Administrative Provisions. After the submission is complete I then present the files to the Departmental budget office for review and evaluation of the information before the Department provides the submission to OMB.

-After the MAX submission is complete I then have to prepare and enter the program and financing schedules, the budget appendix narratives, appropriation language, and other schedules in the Greenbook for submission to OMB.

-Prepared policy and guidance for bureau reprogrammings, as well as developed an excel file that tracks reprogrammings by stub line and type of reprogramming. The report is prepared weekly and distributed to the leadership in the bureau's budget office. The report shows the bureau's status of reprogrammings and is conditionally formatted to let the budget leadership when we are approaching thresholds set by Congress at each stub line.

-Reconcile and present appropriations and allotments on a monthly basis. This Monthly reconciliation is done to ensure funding was distributed to the correct programs and any transfers and reprogrammings throughout the year are correctly posted to reflect changes to the program funding. This is distributed to the budget leadership in the bureau for review.

-Developed a report by extracting the year end residual budget report from FBMS and using pivot tables I was able to display available funding by fund center and functional area. The report was also able to show type of funding available (current, no year, and multi year) for fund center and functional area.

-Routinely provide analysis and reports so the bureau may respond to Congressional, OMB, and Departmental data calls.

-Assist the Chief of Budget Execution and Reporting in creating and maintaining national policy memorandums for bureau policy.

-Prepare quarterly Budget Execution report to Departmental Budget office.

-Functional Lead for Funds Management during the Financial and Business Management System (FBMS) conversion for Indian Affairs (IA). Duties included manage the compilation of the master data, work with budget

leadership to create policies for the new system, create carryover files for the production conversion, ensure budget authority was loaded based on the operating plan and apportionment, prepared and presented webex training sessions for the central budget staff and program offices on policies and procedures to ensure authority is posted properly in the new system, also prepared and presented webex training sessions in FBMS for the central office and field offices on looking up available budget in real time in FBMS, as well as how to select criteria and run reports using the EMIS system in FBMS, and also how to enter criteria and run fund status reports in FBMS.

-IA uses a web based program called the budget execution reporting tool (BERT). It was originally designed using the old financial system at Department of Interior called FFS. When we converted to FBMS I worked with the developer and using my expertise as the functional lead for funds management was able to assist them in dealing with some issues they had with how the data posted in FBMS.

-Manages and presents provide by client requests from external auditors.

-Oversees the Budget Account Listing (BAL) for bureau.

-Oversees the Office of Budget portion of internal audit for bureau.

-Oversees the year end process for the Budget office during year end close.

-Post entries to distribute appropriations to allotment and sub allotment levels.

-Prepare a reconciliation of outlays and receipts on a monthly basis.

-Ensure Financial Management Handbook is up to date for BIA (TFAS, Fund, General Ledger, and Revenue Source Code section).

**Supervisor:** Sharon Omps (202 573-2310)

**Okay to contact this Supervisor:** Contact me first.

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## **Financial Specialist**

**Department of the Interior - Bureau of Indian Affairs (This is a federal job)**

12220 Sunrise Valley Drive

Reston, VA

**6/2008 - 2/2013**

**Hours per week:** 40

**Series:** 0501 Financial Administration And Program

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

### **Duties, Accomplishments and Related Skills:**

-Functional Lead for Funds Management during the FBMS conversion for Indian Affairs. Duties included manage the compilation of the master data, work with budget leadership to create policies for the new system, create carryover files for the production conversion, ensure budget authority was loaded based on the operating plan and apportionment, train central budget staff and program offices on policies and procedures to ensure authority is posted properly in the new system.

-Prepare and present the annual MAX submission. This is for 14 Treasury Fund Symbols that are reported by the Bureau of Indian Affairs. After the submission is complete I then present the files to the Departmental budget office for review and evaluation of the information before the Department submits the submission to OMB.

-Prepare the Congressional District Report (CDR).

-Prepared policy and guidance for bureau reprogrammings, as well as developed an excel file that tracks reprogrammings by stub line and type of reprogramming. The report is prepared weekly and distributed to the leadership in the bureau's budget office. The reports shows the bureau's status of reprogrammings and is conditionally formatted to let the budget leadership when we are approaching thresholds set by Congress at each stub line.

-Prepare and present the annual apportionment and periodic updates. The initial apportionment is compiled annually and is to get funding approvals for carryover, second year of two year appropriations, collections, and reimbursable authority from OMB. It is prepared using available amounts of authority at the end of the third quarter of the fiscal year and using trend analysis for the prior three years based on fourth quarter spending. The collections are based on input from the programs along with trend analysis for the prior three years. The apportionment is presented to Departmental budget office for review and evaluation prior to the Department presenting the apportionment to OMB.

-Reconcile and present appropriations and allotments on a monthly basis. This Monthly reconciliation is done to ensure funding was distributed to the correct programs and any transfers and reprogrammings throughout the year are correctly posted to reflect changes to the program funding. This is distributed to the budget leadership in the bureau for review.

-Prepare monthly Budget Execution report to Departmental Budget office.

-Post entries to distribute appropriations to allotment and sub allotment levels.

-Prepare a reconciliation of outlays and receipts on a monthly basis.

-Ensure Financial Management Handbook is up to date for BIA (TFAS, Fund, General Ledger, and Revenue Source Code section).

-Prepare weekly report for American Recovery and Reinvestment Act reporting to the Department.

-Attend weekly reporting Work Group Meeting - American Recovery and Reinvestment Act

-Attend and participate in the Budget IT committee which reviews, prioritizes, and develops requirements for the modernization and automation of office of budget management processes and data. I provided technical advice during the development of BERT by showing the programmers how the Statement of Budgetary Resources is prepared using United States Standard General Ledger accounts. They were able to take that information and prepare a program that showed fund status reports by program.

-Using power point software, presented instructions on how to update addresses for organizations in the Congressional District Report module of BERT (Budget Execution Reporting Tool).

**Supervisor:** Peter Probst ((202)208-4065)

**Okay to contact this Supervisor:** Contact me first

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## **Accountant - Team Lead Financial Reporting**

### **Department of the Interior - USGS (This is a federal job)**

12201 Sunrise Valley Drive

Herndon, VA

**4/2004 - 6/2008**

**Hours per week:** 40

**Series:** 0510 Accounting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

#### **Duties, Accomplishments and Related Skills:**

-Prepare federal financial statements monthly, the statements include Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, and Statement of Financing (in 2007 the SOF was moved to the footnote section of the PAR).

Prepare file from FFS to upload financial data to Hyperion database on a monthly basis.

Post journal vouchers to Hyperion on a monthly basis.

-Review and approve journal vouchers in the Federal Financial System (FFS).

-Reconcile eliminations and work with other bureaus to reduce the differences in elimination balances on a monthly basis.

-Prepare footnotes to the financial statements on a quarterly basis.

-Prepare line variance analysis on a quarterly basis.

-Prepare Edit checklist on a quarterly basis.

-Prepare budgetary to proprietary accounts reconciliation on a quarterly basis.

-Prepare reconciling schedules of the financial statements and footnotes for the audit team during third quarter and year end close.

-Annually prepare the Statement of Budgetary Resources to the President's Budget reconciliation.

-Annually prepare spreadsheets for the Performance and Accountability Report containing financial data for the statements and footnotes.

-Annually prepare the Chief Financial Officer and Financial Manager's checklists.

-The financial reviewer for Environmental liabilities.

-Attend Environmental liability conference calls.

-Attend Eliminations conference calls.

-Attend Federal Statements Guidance Team conference calls.

- Attend annual Federal Statements Guidance Team conference.
- Attend A-136 sub committee conference calls currently a second year participant in Statement of Finance sub committee.

**Supervisor:** Mary Wallace (571-277-7591)

**Okay to contact this Supervisor:** Yes

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#### **Accountant**

**Department of the Interior - Bureau of Indian Affairs (This is a federal job)**

2051 Mercator Drive

Herndon, VA

**4/2002 - 4/2004**

**Hours per week:** 40

**Series:** 0510 Accounting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

#### **Duties, Accomplishments and Related Skills:**

- Reconcile reimbursable funds monthly to ensure proper proprietary and budgetary relationships.
- Perform Trend Analysis for reimbursable funds monthly.
- Reconcile, bill and collect via IPAC for Department of education grants that estimated \$180 million dollars in revenue for fiscal year 2003.
- Reconcile accounts receivable for entire bureau monthly and provide aging for financial statements quarterly.
- Reconcile advances for entire bureau monthly.
- Post Eliminations spreadsheets to XA drive monthly and reconcile with Bureau of Reclamation.
- Attend SACAT, SGL sub group, and eliminations conference calls monthly.
- Prepare manual SF 133 monthly for reimbursable funds.
- Provide support and guidance to auditors during the financial audit of the bureau.

**Supervisor:** David Keel (703-793-5347)

**Okay to contact this Supervisor:** Yes

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#### **Controller**

**Noble Investments, LTD dba Crowne Plaza Atlanta/Buckhead**

Atlanta, GA

**8/2000 - 1/2002**

**Hours per week:** 40

#### **Duties, Accomplishments and Related Skills:**

- Review general ledger.
  - Submit journal entries to finalize profit and loss statement.
  - Submit forecast weekly to home office for current month's results.
  - Compile data, and analyze budget.
  - Complete an analysis of actual results, to budget and forecast numbers.
  - Complete state, city, and liquor tax returns and submit to home office to be paid monthly.
  - Processes Accounts Payable, petty cash, and beer and liquor check book weekly.
  - Complete Month end package for home office.
  - Process weekly payroll for approximately 80 team members.
  - Complete daily deposit.
  - Process Revenue daily using Unifocus software.
  - Process and review credit card transmissions.
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**Supervisory Accountant****Lodgian, Inc.**

Atlanta, GA

**8/1998 - 8/2000****Hours per week:** 40**Duties, Accomplishments and Related Skills:**

Accounting Supervisor over eleven staff accountants. Company owned or operated 130 hotels with annual revenues of over 550 million per year.

Supervise and facilitate month end close for 130 hotels.

Approve journal entries submitted by staff accountants.

Approve reconciliations of balance sheet accounts by staff accountants.

Prepare reconciliations of balance sheet accounts.

Prepare journal entries for posting.

Post journal entries to the general ledger using Oracle software.

Update financial reporting electronically and distribute to properties using the company's intra net.

Liaison between Ernst and Young auditors during 1999 audit.

Created and implemented a month end checklist for the staff accountants to complete at month end.

Trained new staff accountants on Oracle software, company's procedures, and expectations of staff accountants.

Provide accounting support to properties.

Review general ledger to ensure all postings are completed for month end before issuing final results for the month.

**Supervisor:** Brett Wimbish (404-365-3821)**Okay to contact this Supervisor:** Yes**Education:****Mary Washington College** Fredericksburg, VA United States

Bachelor's degree 5 / 1994

**GPA:** 2.1 of a maximum 4.0**Credits Earned:** 57 Semester Hours**Major:** Accounting**Relevant Coursework, Licenses and Certifications:**

Intermediate Accounting I Intermediate Accounting II Cost and Managerial Accounting Legal Environment of Organizations Commercial Law Federal Tax for Individuals Advanced Accounting Auditing

**Northern Virginia Community College** Sterling, VA United States

Associate's degree 5 / 1992

**GPA:** 2.4 of a maximum 4.0**Credits Earned:** 68 Semester Hours**Major:** Business Administration**Relevant Coursework, Licenses and Certifications:**

Principles of Accounting I Principles of Accounting II

**George Washington University** Washington, DC United States

FINTECH Bootcamp currently enrolled

**Relevant Coursework, Licenses and Certifications:**

Python coding creating financial analysis, quantitative analysis, financial simulations and visualizations. Create machine learning programs with both supervised and unsupervised learning. Create algorithmic trading and Robo advisors programs.

References:

Name	Employer	Title	Phone	Email
Brad Walbruck (*)	Department of the Interior – Office of Financial Management	Staff Accountant	715-892-4635	Brad_A_Walbruck@bia.gov
Mary Wallace (*)	Department of Defense - Defense Logistics Agency	Systems Accountant	571-277-7591	Mary.Wallace@dla.mil

(\*) Indicates professional reference

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